

## REVIEWING U.S. COURT CASE FILES AT THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) stores and makes available for public review closed civil, criminal, personal, and corporate bankruptcy case files from United States District and Bankruptcy Courts in Los Angeles, San Bernardino, San Diego, San Fernando Valley, Santa Ana, and Santa Barbara, California; Las Vegas, Nevada; and Phoenix, Tucson, and Yuma, Arizona.

**BY APPOINTMENT ONLY**, public researchers may visit the NARA to review case files and obtain certified and/or uncertified photocopies of all or selected case file documents. Original U. S. Court files may **NOT** be removed from any NARA facility.

APPOINTMENTS ARE SCHEDULED EVERY 10 MINUTES DURING:

THE MORNING      -      THE AFTERNOON

8:15 a.m. TO 11:45 a.m. - 1:15 p.m. TO 2:35 p.m.

PHOTOCOPY AND CERTIFICATION COSTS:

\$0.50 PER PAGE AND \$10.00 PER CERTIFICATION

**TO OBTAIN AN APPOINTMENT, PLEASE FOLLOW THE 5 STEPS BELOW:**

**STEP 1**                      For each case, obtain the following information from the court where the case was filed and closed.  
**PLEASE USE ONE FORM PER CASE.**

NARA ACCESSION NUMBER <b>021-</b>	AGENCY BOX NUMBER	NARA LOCATION NUMBER
CASE FILE NUMBER		CASE FILE NAME

**STEP 2**                      Telephone (949) 360-2628 during the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday (except Federal holidays) and give NARA the information obtained in **STEP 1**, your name and daytime telephone number. Allow 24 hours before proceeding to **STEP 3**.

**STEP 3**                      Telephone (949) 360-2628 to confirm that the case file(s) requested has been located and is available for review. If the case file(s) is available for review, make an appointment to visit NARA to review the case file(s). If the case file(s) is not at NARA or if the information provided is incorrect, you must contact the appropriate court for additional information and begin again at **STEP 1**.

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SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
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**STEP 4** Arrive at NARA at the appointed time (see travel directions below).

**STEP 5** Once at NARA, you can review the case file(s) and obtain photocopies of all or selected case file documents at a cost of \$0.50 per page. The photocopies may be certified at a cost of \$10.00 per certification. Fees for photocopy service and certification must be paid in advance. Payment may be in the form of cash, a money order, personal pre-printed check, VISA, MasterCard, Discover, or American Express. Checks or money orders must be made payable to the **NATIONAL ARCHIVES TRUST FUND**. Photocopy requests of more than 50 pages will either be mailed to you or will be available for pick-up at a later time.

Please note that NARA personnel cannot provide you with legal advice or assistance in selecting specific documents for reproduction. If assistance is needed, you must contact your attorney or the appropriate court for further guidance.

*Briefcases, purses, cell phone conversations, loud talking, smoking, food, beverages, or children under 14 years of age are NOT ALLOWED in the NARA research room.*

#### TRAVEL DIRECTIONS

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF REGIONAL RECORDS SERVICES -- PACIFIC REGION  
24000 AVILA ROAD, 1ST FLOOR, EAST ENTRANCE  
LAGUNA NIGUEL, CALIFORNIA 92677-3497**

TELEPHONE: (949) 360-2628

The National Archives and Records Administration/Office of Regional Records Services--Pacific Region is located in Laguna Niguel, approximately 60 miles south of Los Angeles and 80 miles north of San Diego.

- \* Travel on Interstate 5
- \* Exit Interstate 5 at La Paz Road
- \* Go west approximately 3 miles
- \* Just past Avila Road, make the first right onto Allegra Road
- \* Park in the designated East Entrance visitors' parking lot
- \* Enter the building through the East Entrance (under the **National Archives and Records Administration** sign) and proceed through the glass doors on your left. You **MUST** bring photo identification with you. NARA is directly in front of you.